

### **Remember the following pieces of important information for EMAR access reviews:**

1. Your facility should designate an E.P.I.C. Coordinator to maintain an ongoing log of new admissions/readmissions and received E.P.I.C reviews. Along with a log of Change of Status and Antibiotic Stewardship requests that have been faxed in.
2. Please make sure information is reasonably provided within the EMAR system. If additional information is provided after the initial review is completed, it will be treated as a new request and a new review will be created, returned, and invoiced for review services.
3. **Please do not fax in requests for new admissions/readmissions once access is provided**, only for Change of Status and Antibiotic Stewardship.

### **Remember the following pieces of important information for fax-in requests:**

1. Note that E.P.I.C. Services utilizes an automatic fax receiving system which timestamps all in coming fax-in reviews and forwards them to the E.P.I.C. Consultant Pharmacists.
2. To avoid charges for duplicate E.P.I.C. reviews of the same resident, it is important to track which New Admissions, Re-Admissions, Change of Status, Antibiotic Stewardship have been faxed in. Your facility should designate an E.P.I.C. Coordinator to maintain an ongoing log of sent and received E.P.I.C. reviews.
3. Fill out the E.P.I.C. cover sheet for fax-in requests. Clearly **Fill Out** all of the resident's information and please do not abbreviate the facility's name. Please select what type of E.P.I.C. is being requested.
4. Send only one resident's information as a single transmission. **DO NOT GROUP RESIDENT'S TOGETHER.**
5. Send resident information on the **DAY OF ADMISSION** or **DAY OF CHANGE IN STATUS**. Do Not Wait for a Later Date!
6. Be sure to include the **Physician Order Sheet!** Please make sure the resident's name and name of the facility is on all pages of the POS.
7. If additional information is sent after the initial review has been completed or if more than one review request is received for a resident after a 72 hour period, it will be treated as a new request and a new review will be created, returned, and invoiced for review services.
8. Include the fax and/or email to be used for the return of the **E.P.I.C. Review**. In some instances, it may be different than the sending machine's CSID #. *Example below is how the top of fax page should look.*

12/25/2014 1:53 PM FROM: 732-574-3469 - EPIC. TO: (732) 555-5555 Page 001 OF 003

In many cases, the missing CSID number is the most important factor causing difficulties for E.P.I.C. Most fax machines and multi-function machines on the market today have simple instructions for establishing both a resident telephone number and company name for outgoing faxes. It should take no longer than 15 minutes to complete.

Instructions can be found on the internet by searching for your make and model or call the company that installed the machine or provided the machine.

**CAUTION:** *If your machine is supplied by a Lab or Pharmacy Provide, it is important that when they swap out machines, they also reset the CSID to match the facility where the machine is located.*

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or electronic device to send any message via a telephone fax machine unless such messages clearly contain, in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual.